

Student Name: \_\_\_\_\_

Advisor: \_\_\_\_\_

## Student Brag Sheet

Recommendation letters can have an important impact on you getting into a college or earning a college scholarship. College admissions officers and/or members of a scholarship selection committee want more than a list of descriptive academic adjectives or a list of personal traits, activities or honors. To say that you are *responsible, creative or possess intellectual curiosity* is not enough. You must provide examples or anecdotes that support these personal or academic traits. This helps the reader gain insight into your true essence. Our task is to help the reader of the letter of recommendation, distinguish you from other qualified applicants.

**Directions:** The tasks that follow will help me write an effective letter of recommendation for you. *You don't have to answer all questions.* However, the more information you provide, the more likely it will be that I will be able to write you a good recommendation letter.

**Task 1: Describe yourself** – What are the first words that come to mind to describe yourself?

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

**Task 2: Family Background** – Is there anything unusual about your family (cultural background, shared interests and activities, travel, size, crisis, etc.) that has had a significant impact on your personal or academic life?

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**Task 3: Personal/Academic Traits** – Examine the academic and personal traits listed below. Rate yourself using the following scale: 1 = Below average, 2 = Average, 3 = Good, 4 = Very good, 5 = Outstanding

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|------------------------------|----------------------------|---------------------------------|
| _____ Initiative/motivation  | _____ Leadership/influence | _____ Emotional maturity        |
| _____ Intellectual curiosity | _____ Integrity            | _____ Sense of humor            |
| _____ Creativity             | _____ Concern for others   | _____ Reaction to setbacks      |
| _____ Energy                 | _____ Responsible          | _____ Tolerance for differences |

**Directions:** Next, select your top two traits. Provide an example(s) or an anecdote that explains why you selected it as your most important trait. Explain why you selected the traits below as your two most important.

**Top Trait:** \_\_\_\_\_

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Student Name: \_\_\_\_\_

**Second Highest Trait:** \_\_\_\_\_

**Task 4: College Choice** – List the colleges you plan on applying to in order of preference:

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

**Directions:** Explain why you are choosing to apply to your top college. Why is this college a “good fit” for you? What are the qualities that the top college looks for in their applicants? (Having trouble? Check the college catalogue. Most college catalogues describe the qualities they want in their students.) Find this paragraph and make a copy and attach it to this packet.

**Task 5: Intended College Major/Career Goal** (If you are unsure of what your major or career goal will be, move in to Task 7).

**Major:** \_\_\_\_\_

**Career Goal(s):** \_\_\_\_\_

**Why have you selected this major/career goal?**

Student Name: \_\_\_\_\_

**Task 6: Favorite Academic Subjects** – What academic subject(s) are most interesting to you? Why? How does this subject connect with your career goal?

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**Task 7: Greatest Academic Strengths** – What are your greatest academic strengths? Explain.

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**Task 8: Greatest Areas of Weakness** – What are some areas you need to improve in? Explain.

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**Task 9: Athletic Abilities and Accomplishments** – What sports have you participated in? List them below along with the years you participated and/or any special recognition (Team Captain, MVP etc.) you received.

<u>Sport</u>	<u>Circle Years</u>	<u>Special Recognition/Honors/Awards</u>
_____	Fr So Jr Sr	_____
_____	Fr So Jr Sr	_____
_____	Fr So Jr Sr	_____

Student Name: \_\_\_\_\_

**In what ways has your athletic involvement impacted your personal development?**

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**Task 10: Extra-Curricular Activities** – List the extra-curricular activities and circle years you have participated.

1. \_\_\_\_\_ Fr So Jr Sr      2. \_\_\_\_\_ Fr So Jr Sr  
3. \_\_\_\_\_ Fr So Jr Sr      4. \_\_\_\_\_ Fr So Jr Sr

**Which of these extra-curricular activities was most important to you? Explain.**

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**Task 11: Community Service** – In what organizations or activities outside of school have you participated?

**1. Organization Name:** \_\_\_\_\_ **Total Hours:** \_\_\_\_\_

**Activities Performed:**

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**2. Organization Name:** \_\_\_\_\_ **Total Hours:** \_\_\_\_\_

**Activities Performed:**

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Student Name: \_\_\_\_\_

**Which community service activity was most meaningful to you? Explain.**

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**Task 12: Leadership Experiences** – Describe any leadership roles you have taken in your community service activities OR at school. List the activity or office and describe what you did.

**1. Leadership Role:** \_\_\_\_\_ **Years Held:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

**Activities Performed:**

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**2. Leadership Role:** \_\_\_\_\_ **Years Held:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

**Activities Performed:**

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**What makes you a successful leader?**

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**Task 13: Overcoming Adversity** – Explain any situations that required you to overcome challenges, adversity, or obstacles (divorce, accident, illness, etc.)

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Student Name: \_\_\_\_\_

**Task 14: Work Experience:** Describe your most significant work experience – employer, length of employment, position, and responsibilities. What lessons did you take away from this experience?

**Employer:** \_\_\_\_\_ **Length of Employment:** \_\_\_\_\_

**Responsibilities:** \_\_\_\_\_

**Lessons Learned:** \_\_\_\_\_

\_\_\_\_\_

**Task 15: Test Information** – Fill in your test scores and the month and year the test was taken for each score.

**SAT Reasoning: Verbal:** \_\_\_\_\_ / **Date:** \_\_\_\_\_ **Math:** \_\_\_\_\_ / **Date:** \_\_\_\_\_

**Writing:** \_\_\_\_\_ / **Date:** \_\_\_\_\_

**SAT Subject: Subject:** \_\_\_\_\_ **Score:** \_\_\_\_\_ / **Date:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Score:** \_\_\_\_\_ / **Date:** \_\_\_\_\_

**Subject:** \_\_\_\_\_ **Score:** \_\_\_\_\_ / **Date:** \_\_\_\_\_

**ACT: English:** \_\_\_\_\_ **Reading:** \_\_\_\_\_ **Math:** \_\_\_\_\_ **Comp:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Task 16: Senior Classes** – Write the classes you are taking this year.

1. \_\_\_\_\_

5. \_\_\_\_\_

2. \_\_\_\_\_

6. \_\_\_\_\_

3. \_\_\_\_\_

7. \_\_\_\_\_

4. \_\_\_\_\_

8. \_\_\_\_\_

**Task 17: Additional Information** – What additional information should I know to write your letter of recommendation?

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\_\_\_\_\_